

CLARENCE MADDUX  
CIRCUIT EXECUTIVE

OFFICE OF THE CIRCUIT EXECUTIVE  
**UNITED STATES COURT OF APPEALS**  
FOR THE SIXTH CIRCUIT  
503 POTTER STEWART UNITED STATES COURTHOUSE  
100 EAST FIFTH STREET  
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June 2, 2015

The Court of Appeals for the Sixth Circuit is inviting your design firm to submit a proposal for the interior design services for the Potter Stewart United States Courthouse.

The proposal for interior design services should be submitted as a firm fixed price contract for 18,452 useable square feet (USF). The firm fixed price should be shown for each of the phases with the anticipated number of hours to complete the various tasks.

Any questions should be submitted in writing to [Barbara\\_wieliczka@ca6.uscourts.gov](mailto:Barbara_wieliczka@ca6.uscourts.gov). Responses to any questions received by any bidders will be issued to all bidders.

Electronic copies of the proposals should be sent to [Lelona\\_walker@ca6.uscourts.gov](mailto:Lelona_walker@ca6.uscourts.gov) and [Barbara\\_wieliczka@ca6.uscourts.gov](mailto:Barbara_wieliczka@ca6.uscourts.gov).

The proposal should be submitted by: **June 18, 2015 by noon**

Please contact me at 513.564.7211, if you have any questions.

Sincerely,

Barbara E. Wieliczka  
Assistant Circuit Executive

Attachment

# INTERIOR DESIGN SERVICES FOR THE POTTER STEWART UNITED STATES COURTHOUSE

## 1. STATEMENT OF WORK

The selected firm shall provide professional interior design services to assess and provide a functional and aesthetically pleasing furnished environment for non-resident chambers by producing a Furniture Acquisition Plan (FAP). Simple stated, this will include assessing existing furniture and window coverings in the judicial assistant, law clerks' offices and judicial officer's offices of twenty-four chambers<sup>1</sup>; determining what furniture should be replaced; selection of any furniture; and provide a furniture specification package. Replacement furniture recommended for purchase by the court is to be consistent in design and style while being in compliance with the Guide ceiling costs. The size of the rooms and the architectural finishes (carpet, wallcovering, wood paneling) shall remain as is.

Consideration of new furniture (soft seating and workstations) shall be given to using furniture within the same series or manufacture to respond to variances in applications. Selection should also consider the operational flexibility of the court to move furnishings to support varying needs while maintaining aesthetically consistent environment.

Judicial assistant work area must be designed to allow the suite entrance to be continuously monitored. Space for a computer printer must be conveniently accessible from the judicial assistant work area but separate from the reception area, to maintain the confidentiality of documents being printed.

Judicial assistant and law clerks' office can be provided with semiprivate workstations, either as a separate desk or modular partitions, bookcases.

Materials and products used must be durable, stain resistant, and low maintenance. The selection of furniture materials must be appropriate for the specific space uses and compatible with project budget.

Phase I - The assessment of furniture will serve as a planning document for establishing furniture needs and as a planning tool for furniture installation.

Phase II - Upon approval of the assessment, five schematic schemes with optional furniture should be developed based upon the five existing architectural finishes of the chambers. The proposal should include cut sheets of the proposed furniture including fabric selections along with conceptual style of design and fabric for window coverings for the Court of Appeals Facilities Committee review and approval. Any additional infrastructure requirements for accommodating the conceptual concept should be identified and incorporated into the final presentation. Each scheme should include budgetary costs for proposed items that are in compliance with the Judiciary's ceiling costs per item and whether or not the product is available on the General Services Administration Federal Schedule.

Phase IIa – Sample boards showing floor plans, furniture selection, window covering proposal and associated fabrics should be created after the initial concept is approved by the Circuit Executive's Office.

Phase III - After obtaining approval of the schematic design schemes from the Committee, the interior designer team is to prepare the specifications for the furniture procurement services by the government. Specification package should be organized to provide the greatest flexibility in procurement of furniture. Each room should be completed with all products. Execution of the procurement may be undertaken in three separate phases based upon availability of funds. For planning purposes procurement should be developed as phase 1 (judicial assistant's area), phase 2 (law clerks' offices), and phase 3 (judicial officer's private office) for the fourth and the sixth floor independently.

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<sup>1</sup> Non-resident chambers suite includes the judge's private office, toilet, vestibule, and associated spaces used by the support staff: judicial assistant and law clerks.

**Occupiable space of chambers: judicial assistant, law clerks' offices and library, if applicable.**

The non-resident chambers are located on the fourth and sixth floors. The square footage listed below is for the judicial assistant's area including reception, two law clerks per chambers and a library, if available within the suite.

Chambers 4-1, 518 USF	Chambers 4-8, 1, 449 USF
Chambers 4-2, 505 USF	Chambers 4-9, 1, 468 USF
Chambers 4-3, 641 USF	Chambers 4-10, 578 USF
Chambers 4-4, 666 USF	Chambers 4-11, 657 USF
Chambers 4-5, 696 USF	Chambers 4-12, 641 USF
Chambers 4-6, 716 USF	Chambers 4-13, 641 USF
Chambers 4-7, 683 USF	Chambers 6-1, 534 USF
Chambers 6-7, 642 USF	Chambers 6-2, 1,382 USF
Chambers 6-8, 1,439 USF	Chambers 6-3, 675 USF
Chambers 6-9, 573 USF	Chambers 6-4, 675 USF
Chambers 6-10, 618 USF	Chambers 6-5, 675 USF
Chambers 6-11, 784 USF	Chambers 6-6, 596 USF

**2. TASKS**

A. Determine what new furniture is required to make the space aesthetically pleasing and functional. Indicate the location of all existing furniture to be reused and any new furniture to be purchased. Provide control or identification number on the floor plans for which is referenced to a list of furniture which includes the associated proposed costs. Microsoft Office Products Excel and AutoCAD furniture floor plans at 1/8" = 1'0" are to be developed.

B. Develop five conceptual themes based upon the existing architectural finishes. Each conceptual concept should include analyzing manufacture's specifications and product lines for furniture options that are within the established cost ceilings. Determine type, style, size, fabric and finishes and quantity of new furniture requirements for all chambers. Provide elevations of proposed window coverings. If applicable, availability of proposed products on the General Services Administration (GSA) contract schedule should be annotated.

Sample boards showing cut sheets of proposed products, fabric and furniture plans are required after initial concept is approved by staff. Provide executive summary outlining the key highlights of the process and the furniture layout plan.

C. Upon approval of proposed conceptual schemes on sample boards, finalize selection of products and materials for development of furniture specifications for government procurement package. Delivery and installation of products are to be a separate line item in specification package. Bid package to include anticipated lead time for each item and availability of the GSA contract. All furniture is to be received by your firm or firm's representative. Materials should be inspected for damage, pursue claims

or replacement of damaged product. Upon confirmation all product is in excellent condition, the delivery of such items will be coordinated with court staff following the security procedures of the courthouse.

D. Provide a list of furniture and furnishings that are excess and not proposed for reuse or repurposing. Indicate why the furniture items are not scheduled for reuse.

### **3. DELIVERABLES**

Upon award, the selected interior design firm will provide all deliverables including findings, proposed design and specifications to Barbara Wieliczka at the Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, OH. All work to be accomplished in Microsoft Office products or AutoCAD 2014.

- A. Meeting minutes, progress reports are deliverable to the Office of the Circuit Executive with three (3) working days of the scheduled meetings with the court representative.
- B. Delivery date for the draft assessment of existing space is due within twenty-eight days after commencement of project. The assessment shall include:
  - Spread sheet of furniture assessment indicating location, type, and anticipated plans for reuse or excess;
  - Provide two (2) blue or black lines bound drawings and one (1) set of electronic reproducible drawings to court point of contact.
- C. Delivery date for the draft conceptual schemes including budgetary figures is due within twenty-one days after approval of the assessment of the existing conditions. Final conceptual samples boards are due fourteen days after approval of conceptual schemes. Draft conceptual schemes shall include, but not limited to:
  - Draft conceptual design presentation – Pictures, cut sheets and/or elevations of proposed product and window coverings including the proposed material and finishes.
  - Provide Excel spread sheet of the budgets established for each scheme of proposed furniture, accessories and window coverings showing proposed locations.
  - Final conceptual design presentation shall include proposed materials and/or elevations on sample boards as a communication tool and to be displayed for approval of the court.
  - Provide two (2) blue or black lines bound drawings and one (1) set of electronic reproducible drawings to court's point of contact.
- D. Delivery date of the final furniture and window covering procurement package is thirty days after receipt of approval of conceptual schemes.
  - Provide specification package including all pertinent information provided by the court in Microsoft word
  - Provide two (2) hard copies of bound specifications packages with photos of specified product and sample of proposed fabrics and finishes.
  - Provide two (2) blue or black lines bound drawings showing furniture placement and coordination of furniture specifications and one (1) set of electronic reproducible drawings to court's point of contact.

### **4. PROBLEM NOTIFICATION**

The selected contractor shall notify the Government of problems that affect or potentially affect the contract. For each problem encountered, the Contractor shall furnish a written report to the court representative within forty-eight (48) hours after identification of the problem.

## JUDICIARY CEILING COSTS FOR FURNITURE AND FURNISHINGS

Item	Ceiling (dollars)
Executive desk, double pedestal	\$3,400
Executive desk, table desk with center drawer	2,000
Executive desk, L-shaped with computer support	4,100
Executive desk, U-shaped	5,200
Executive desk, U-shaped with hutch	7,700
Admin. desk, L-shaped	4,000
Admin. desk, U-shaped	5,000
Admin. desk, U-shaped with transaction top	6,000
Stand-up desk	2,700
Credenza	3,000
Buffet credenza, full storage	3,300
PC support credenza	2,700
Credenza, lower storage with hutch & task lights	6,500
Credenza with knee space, keyboard & hutch	5,500
Hutch	2,800
Telephone cabinet	600
Conference table, small	2,000
Conference table, medium	2,550
Conference table, large	4,400
Conference table, 42" round	1,500
Conference table, 48" round	1,700
Chair — judicial officer	1,500
Ergonomic chair, mid-back with arms	1,100
Ergonomic task chair, without arms	800
Wood side chair with arms	800
Executive wood side or guest chair with arms	1,100
Executive conference chair with arms	1,100
Sofa	2,700
Lounge chair	1,500
Lounge chair with ottoman	1,800
Settee	2,300
Table lamp	350
Floor lamp	500
Desk lamp	300

Coffee table	800
End table	700
Computer support (stand alone unit)	1,100
A/V cabinet, wall mounted	1,400
Lateral file (wood, 2-high)	1,300
Lateral file (wood, 3-high)	1,600
Lateral file (wood, 4-high)	1,900
Storage cabinet or wardrobe (wood)	1,650

**Bid Form**  
**Interior Design Services for the Potter Stewart United States Courthouse**  
**June 2, 2015**

**Due:**

**Phase I:      Assessment of existing furniture**

\$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

**Phase II:      Conceptual and Finalized Design Schemes**

\$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

Revision 1:    \$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

Revision 2:    \$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

**Phase III:      Specifications for Bid Package**

\$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

**Total Proposal**

\$\_\_\_\_\_ Hours: \_\_\_\_\_ Hourly rate:\_\_\_\_\_

Submitted by: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_